

16 August 1967

Dear Jim,

1. We are preparing to administratively close out contracts on which efforts are physically complete. Certain documentation is required to complete the close-out. Request the following documentation be furnished to us:

Contract No.

Documentation Required

A. FH-7320

- A. "Final Cost Statement" - A claim by the contractor as to final cost under the contract.
- B. "Release" - A release signed by the contractor stating that the Government is discharged from all liabilities, obligations and claims arising out of the contract.
- C. "Assignment" - A statement signed by the contractor assigning to the Government any refunds, rebates or credits arising out of this contract.
- D. "Patent Statement" - A written disclosure by the contractor of all inventions which were conceived under the contract, or a negative statement relative thereto.
- E. "Physical Inventory" - A physical inventory conducted and documented by the contractor adequate for disposal purposes covering all Government owned residual inventory and Government furnished property applicable to the contract, in the custody, control or possession of the contractor. Sufficient descriptive detail should be included to permit a potential user to determine possible utility thereof.

B. FH-7322

- A. Final Cost Statement.
- B. Release.

C. CW-6611

- C. Assignment.
- D. Patent Statement.
- E. Physical Inventory.
- A. Final Cost Statement.
- B. Release.
- C. Assignment.
- D. Patent Statement.
- E. Physical Inventory.

2. Request you advise us not later than 25 August 1967 of a firm submittal schedule for each of the above items.

Regards,

Chuck